



HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Suite 2, Burlington, VT 05401

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INVENTORY CONTROL SPECIALIST

Public Works Department

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY

POSTING DATE: September 10, 2010

DEADLINE TO APPLY: September 24, 2010

RATE OF PAY: \$17.09

POSITION STATUS: Regular FT

EXEMPT/NON-EXEMPT: Non-Exempt

CLASSIFICATION GRADE: 14

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the ordering and maintaining of all inventories of supplies and equipment and handles various accounts payables for DPW City Fleet Services, including water distribution inventory.

Essential Job Functions:

- Develop and maintain computerized spreadsheets and operate Fleet management software to monitor department supplies and inventories, and equipment orders and issues.
- Provides fiscal responsibility for the Department through comprehensive ordering process and meeting internal customer need.
- Compile cost projections to maintain needed inventory and submit informational reports as required for compliance with budgetary mandates.
- Create and maintain computerized cataloging and maintenance record of departmental assets. And assist in the preparation of the Department budget relative to areas of responsibility.
- Prepare vouchers and processes invoices of vendors and reconcile department supply and inventory accounts.
- Maintain supply catalogs or listings of companies where automotive and heavy equipment, parts, equipment and supplies may be purchased.
- Present a positive working relationship with vendors and assist with the preparation of specifications for bids and soliciting bids from qualified vendors.
- Assist in the selection of vendors and coordinate the negotiation of service contracts.
- Research products and specialized equipment as needed.
- Conduct periodic inventory inspections such as but not limited to reviewing needs/requests, ordering, stocking and inventory control through Fleet software and physical tracking of all parts and equipment.
- Provide customer service to internal customers, vendors and the general public.
- Provide shipping for departmental packages.
- Operate six thousand pound fork lift as needed.
- Operate a three yard front end loader as needed.
- Must be available for snow removal.
- Ability to be on 24/7 call for a week at a time.
- Responsible for calculating and pricing Water Distribution customer estimates.

Qualifications /Basic Job Requirements:

- High School Diploma or equivalent and completion of training program or college course work in bookkeeping practices and procedures required.
- Two years experience in automotive or industrial parts inventory control with extensive public, customer, and/or staff interaction required.
- Ability to obtain and maintain a Class B CDL within the 3 month probationary period.
- Ability to foster an atmosphere of fiscal responsibility while maintaining customer satisfaction.
- Must operate snowplow and other snow removal equipment as requested during and after snowstorms.
- Demonstrated knowledge of spreadsheet application software, word processing, database software and 10 key calculators required. Word, Excel, and Access preferred.
- Knowledge of City budgeting procedures and requirements and ability to apply that knowledge to ensure departmental conformance preferred.
- Ability to establish and maintain good relations with his or her coworkers required.
- Ability to multi-task required.
- Strong organizational skills required.
- Employee must be able to deal appropriately with stress, such that it does not interfere with his/her performance of duties.
- Ability to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee's performance.
- Must obtain fork lift license within three month probationary period.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, resume and cover letter by September 24 to: Human Resources Department, 131 Church St. Suite 2, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or (802) 865-7142 (TTY) or visit our website at www.hrjobs.ci.burlington.vt.us EOE.